

## FEBRUARY SERVICE

### AWARDS

*Celebrating Pacific Employee Anniversaries*

**28 YEARS**

Lori Ornellas

**19 YEARS**

Tim Hoskins

**19 YEARS**

Ellen Clare

**18 YEARS**

Justine Brown

**6 YEARS**

Dan Royal

### *Green Gardening*

Firing up your conventional oven may not always be the most economical or efficient option, especially if you're not baking a big meal. When cooking smaller meals, explore other alternatives. Microwave ovens, toaster ovens, and slow cookers stand out as energy-efficient options, ensuring you save power without compromising performance. Incorporating these efficient appliances into your daily cooking routine can save you money!

### What's Inside This Month?

*Trivia Quiz: All About February!*

*Comparing Records Management vs Information Governance*

*Want to Win a \$25 Amazon Gift Card?*

*Six Simple Ways to Save Money on Your Heating Bill*

*February Offers!*

### *Thoughts from Richard Steed*

As winter's grip reluctantly loosens, February unfolds with a quiet celebration known as Imbolc. Nestled between the winter solstice and the vernal equinox, Imbolc is a cross-quarter day, a moment of anticipation when nature stirs, and the promise of spring whispers through the frost.

In the spirit of our groundhog friend, who contemplates the changing weather, Imbolc beckons us to emerge from our winter burrows, declaring, "Yes! The days are lengthening, and the thaw of spring is nigh." It mirrors the choices we make in life, much like the protagonist in the film "Groundhog Day," learning to embrace the evolving seasons.

In the tapestry of February, with its peculiar number of days and the fluttering heart-shaped confetti of Valentine's Day, we find a unique space for celebration. Love, in all its forms, takes center stage—be it the romantic allure, the familial warmth, or the love for one's craft. And this February, let's take a cue from our groundhog musings and think beyond the conventional.

For example, consider the passion for a job that transcends the ordinary, akin to a well-chosen mate. In the realm of information management, this passion extends to meticulous care for entrusted data. Revel in the joyous dance of shredding and recycling, ensuring that the delicate fabric of information remains safe and sound. Like the groundhog guarding its burrow, we stand vigilant, preserving the integrity of the entrusted information.

As Imbolc unfolds, may our celebration of changing seasons align with the dance of information management. Embrace the joy of contributing to the organizational symphony by falling in love with your annual file purge, for instance, bringing order to the chaos. Let the love for precision and security shine, much like the emerging light of spring.

Here's to a February that mirrors the quiet magic of Imbolc, where nature awakens, choices unfold, and the love for our craft and entrusted information gleams bright, heralding the arrival of a new season.



*Richard*

## SHRED 6 DRIVES FOR THE PRICE OF 5

One (1) Hard Drive shredded FREE for every five (5) you bring in during the month of February!

## Trivia Quiz: All About February!

It's February! Test your knowledge of this winter month with 10 fun questions. Enjoy!

1. February is the second month of the year in the Gregorian calendar. What does the name "February" derive from?
2. Valentine's Day is celebrated on February 14th. Who is the mythical Roman god of love and desire associated with this day?
3. The birthstone for February is amethyst. What is the alternative birthstone for February, often considered a modern choice?
4. In the United States, February is observed as Black History Month. Which prominent African American leader and orator is best known for his "I Have a Dream" speech?
5. Groundhog Day, celebrated on February 2nd, involves a groundhog predicting the weather. What is the famous groundhog's name, and what is it looking for?
6. On February 12th, which former U.S. president's birthday is celebrated, often considered Presidents Day?
7. February 29th occurs in leap years. What term is used to describe this extra day added to the calendar?
8. The Chinese New Year, also known as the Spring Festival, usually falls in January or February. What animal represents the Chinese zodiac for the year 2024?
9. In Roman mythology, February is associated with the festival of Lupercalia. What were the main activities during this festival?
10. What is the zodiac sign for those born for most of February?

*Answers on back page!*

### Quick Tips: Organizing

In the quest for a serene living space, mastering the art of home organization is key. Begin by decluttering. Assess each room and bid farewell to unused items. Embrace the minimalist mantra: if it doesn't spark joy or serve a purpose, let it go. Invest in clever storage solutions, such as modular shelves and hidden compartments, maximizing space efficiency. Establish designated zones for daily activities, ensuring seamless flow. Tame kitchen chaos by organizing utensils, discarding expired items, and consolidating pantry staples. Employ storage baskets for a stylish touch that conceals miscellaneous items. Regularly revisit and refine your system, transforming your home into a haven of order and tranquility.

## February Holidays and Events

### Daily Observances:

- 1-7: National Green Week
- 1: National Freedom Day
- 2: Groundhog Day
- 3: National Carrot Cake Day
- 4: World Cancer Day
- 5: National Weatherperson's Day
- 6: Intl. Day of Zero Tolerance for Female Genital Mutilation
- 7: Send a Card to a Friend Day
- 9: National Pizza Day
- 10: Chinese New Year
- 10: National Umbrella Day
- 11: International Day of Women and Girls in Science
- 12: Darwin Day
- 13: World Radio Day
- 14: Valentine's Day
- 15: Singles Awareness Day
- 16: Innovation Day
- 17: Random Acts of Kindness Day
- 19: Presidents' Day
- 19: National Engineers' Day
- 20: World Day of Social Justice
- 22: World Thinking Day (for Scouts and Guides)
- 23: National Dog Biscuit Day
- 24: National Tortilla Chip Day
- 25: International Sword Swallows Day
- 26: National Tell a Fairy Tale Day
- 27: Polar Bear Day
- 28: Rare Disease Day
- 29: Leap Day

### Monthly Observances:

- American Heart Month
- National Children's Dental Health Month
- Library Lovers Month
- National Time Management Month
- National Bird-Feeding Month
- International Boost Self-Esteem Month
- National Snack Food Month
- Great American Pie Month
- National Cherry Month
- Random Acts of Kindness Month
- International Friendship Month
- National Canned Food Month
- National Wedding Month
- Responsible Pet Owners Month
- National Grapefruit Month
- Creative Romance Month
- National Hot Breakfast Month
- Return Shopping Carts to the Supermarket Month

## PacBlog

### RECORDS CENTER STORAGE VS. SELF-STORAGE: A DETAILED COMPARISON

PacBlog is the monthly web log of Pacific Records Storage. To read this month's installment, please click the title below.

<https://pacific-records.com/records-center-storage-vs-self-storage-a-detailed-comparison/>

You may also access the PacBlog at the URL below. There you will find this month's installment along with archives of previous installments.

<http://pacific-records.com/category/pacnews>

### Have A Question For Us?

We love to hear from all our good friends and clients who enjoy reading our monthly newsletter. If you have a question related to off-site document storage, shredding, media vaulting, or document imaging, please feel free to give us a call or send us an email.

(888) 893-6054 or [info@pacific-records.com](mailto:info@pacific-records.com)

**Do You Want  
To Win A \$25  
Amazon  
Gift Card?**



Each month we'll give you a new challenge of some type. All those who reply with a correct answer are eligible to win. At the end of the month we'll draw the name of one lucky winner.

Here is this month's challenge:

In the icy grasp of winter's hold, I shimmer and glimmer, both silver and gold. What am I?"

Last Month's Answer to:

*Why do hummingbirds hum?*

**Because they don't know the words!**

Last month's Winner:

**SHERYL PEREDA**

**\*\* CONGRATULATIONS \*\***

Email your answer to [info@pacific-records.com](mailto:info@pacific-records.com)

### Greener Living!

Embrace the vibrant hues of green living as we step firmly into this new year! It's more than a trend; it's a lifestyle that brings freshness and vitality to our daily routines. Start small by introducing leafy companions into your living spaces. Houseplants not only add a touch of nature but also improve indoor air quality.

Explore the world of sustainable swaps that make a gentle impact. From reusable shopping bags to eco-friendly cleaning products. Consider reducing single-use plastics and opting for alternatives that enhance your day-to-day experience.

Discover the joy of farmers' markets where local produce shines. It's a celebration of flavors, colors, and a connection to the community. Engage in simple yet impactful activities like planting herbs in your kitchen or setting up a compost bin for organic waste. Small actions ripple into meaningful changes, creating a sense of fulfillment.

Green living is a journey that doesn't require grand gestures. It's about appreciating the beauty around us and making mindful choices. So, whether it's making dinner from your garden or enjoying a weekend stroll in nature, let the essence of green living weave into the fabric of your everyday life.

*"In the depth of winter, I finally learned that there was within me an invincible summer."*

— Albert Camus

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# ***Comparing Records Management vs Information Governance***

1. Sympathetic and empathetic
2. Uninterested and disinterested
3. Sex and gender

Have you ever used any of these pairs of words interchangeably not realizing that, although they have similar meanings, they don't actually mean the same thing? Similarly, the terms "Records Management" and "Information Governance" are used as if they have identical meanings. The two practices have similar purposes, but in your business, it is important to know the distinctions between the two. Noting the difference is most important when your organization chooses to revamp the way your information is managed.

## **Differences**

4. Records management operates under the umbrella of information governance, not on an equal footing.
5. Information governance is a strategic framework made up of standards, processes, roles and metrics. It holds both organizations and individuals accountable for generating, organizing, safeguarding, maintaining, and disposing of information.
6. Conversely, records management involves systematically managing records and information throughout their lifecycle. It encompasses analysis, design, implementation and management of both manual and automated systems. Its focus lies in software applications, securing records and data, and executing retention policies.

## **Working Together**

While information governance is a broad term that applies to the entire organization, it revolves around designing and structuring information management. Records management, on the other hand, concentrates on implementing information management plans, incorporating both manual and automated systems for records management. To be effective, information governance needs universal support, representing a comprehensive approach built to support the organization's objectives and compliance standards.

The big picture of proper information governance will be overlooked if the focus is only on records management efforts, software application and security. Likewise, by focusing on the overall strategy and goals, records management will be neglected. While both facets hold significance, striking a balance between the two is crucial for businesses. The optimal solution lies in implementing a well-rounded plan encompassing both aspects effectively.

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## ***Six Simple Ways to Save Money on Your Heating Bill***

1. Keep the heat inside by closing draperies at night. During the day, open them up to let the sun shine through and warm your home. You can also cut heat loss by caulking and weather-stripping doors and windows.
2. Avoid overheating by setting the temperature as low as you can and still be comfortable. For every degree you lower the setting for an eight-hour period, you'll save one percent on your energy bill. Using a programmable thermostat can save you even more money. Set it to lower the temperature at night and when no one is home.
3. Check the filters in your furnace at least once a month. This will improve the efficiency of your existing furnace.
4. Close the damper on your fireplace when not in use to prevent heat from escaping out the chimney.
5. Use ventilating fans only as needed. Venting fans in bathrooms or above stoves can blow away a house full of warmed air in just one hour. Turn them off as soon as the room is cleared.
6. Up to 20 percent of your heating energy can be lost through a ceiling that is not well insulated. Ensure that your home has proper insulation to keep your home warm in the winter and cool in the summer.

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## ***Trivia Quiz Answers***

1.) Febra 2.) Cupid 3.) Onyx 4.) Martin Luther King Jr. 5.) Punxsutawney Phil; Looking for its shadow 6.) Abraham Lincoln 7.) Leap Day 8.) Dragon 9.) Purification and fertility rituals 10.) Aquarius

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